

EXECUTIVE BOARD
AHEAD CONFERENCE ROOM
260 COTTAGE STREET, FIRST FLOOR
LITTLETON, NH 03561

DATE: SEPTEMBER 5, 2017
TIME: 530 PM

BOARD MEETING MINUTES

PRESENT: Board Chairman Luther Kinney; Board Members Denys Draper, Carol Kerivan, Robert Adams, Kim Shillieto, Dale Locke; Superintendent Pierre Couture; Business Manager Tina Peabody.

The meeting was called to order by Chairman Kinney at 5:30 PM

MOTION BY CAROL KERIVAN, SECONDED BY DENYS DRAPER TO APPROVE THE MINUTES OF THE MARCH 7, 2017 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED. It was noted that the Executive Board did not meet in April, June, July and August of 2017. The Full Board meeting was held in June.

SUPERINTENDENT'S REPORT

Superintendent Couture distributed the Board Meeting Calendar for the 2017-2018 school year. Superintendent Couture advised the Board that they will meet on the first Tuesday of every month until after the first of the year and then he will consider what needs to be addressed and cancel meetings if nothing urgent is to come before the Board as he did this past school year. Following a brief discussion, MOTION BY CAROL KERIVAN, SECONDED BY DENYS DRAPER TO APPROVE THE BOARD MEETING CALENDAR FOR THE 2017-2018 SCHOOL YEAR AS PRESENTED AND DISCUSSED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture advised the Board that the Administrative Retreat was held on August 15th. The Administrators collaborated on the development of SAU 35 Goals for the 2017-2018 school year. Copies of these goals were distributed for Board review and approval. The goals are:

- Goal 1 Continue competency and assessment development
- Goal 2 Provide support within all schools to provide a physically and psychologically safe learning environment.
- Goal 3 Increase family and community (public) connections to foster relationships and support a student learning.

Superintendent Couture noted that several staff members are participating in PACE at the state level as Teacher Leaders and in Task Development.

Goal 1 left out the word PACE from this year's goal so as not to imply that competency and assessment development are limited to English/Language Arts and Mathematica but included all subjects.

Goal 2 was developed due to the fact that many students have major issues within their families prior to even arriving at school such as drug addiction in the family, domestic violence, single parents, emotional issues, etc.

Goal 3 was developed to focus on students' needs and creating a strong learning environment as we move forward.

Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY CAROL KERIVAN TO APPROVE THE SAU 35 GOALS FOR THE 2017-2018 SCHOOL YEAR AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture advised the Board that ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training was held on August 23rd at Profile School for all SAU 35 employees. Sgt. Mac Cashin of the Franconia Police Department facilitated this workshop which focused on updated techniques, rules, and methods for dealing with an intruder situation within our schools. Much has changed since this was initially created following the incident at Columbine in Littleton, Colorado several years ago. The program was well received by all staff members. The Administrators will be revising their Emergency Management Plans to reflect what was learned in this workshop. A brief discussion ensued.

Superintendent Couture advised the Board that it is time to begin the development of the SAU Budget for the 2018-2019 school year. The first draft of the budget will be presented to the Board at their October meeting. The Budget Hearing will be scheduled for November either on the regularly scheduled date of the Executive Board meeting or at a later date, if more time is needed for budget development. This will also be determined at the October meeting. It was requested that the draft of the proposed budget be sent to the Board prior to the October meeting in order for the members to review and have questions ready. A brief discussion ensued.

FINANCIAL REPORTS:

Manifests were circulated for Board review and signature.

Business Manager Peabody distributed the final Financial Report for the 2016-2017 school year noting that the yearend balance was \$26,722.15. Ms. Peabody asked the Board for input as to whether to utilize this as the beginning balance for the 2017-2018 school year as has been done in the past. A brief discussion ensued.

Business Manager Peabody advised the Board that they need to affirm the e-mail vote taken to approve the new E-Rate provider and the contract for the 2017-2018 school year with E-Rate Strategies LLC in the amount of \$2,525.00 and to authorize Chairman Kinney to sign said contract. Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY ROBERT ADAMS TO APPROVE THE CONTRACT WITH E-RATE STRATEGIES, LLC FOR THE 2017-2018 SCHOOL YEAR IN THE AMOUNT OF \$2,525.00 AND AUTHORIZE CHAIRMAN KINNEY TO SIGN SAID CONTRACT. ALL IN FAVOR, MOTION CARRIED.

Business Manager Peabody advised the Board that the SAU has received three bids for a new phone system. Each of the bidders provided a presentation of their proposal to the Superintendent, Business Manager and Human Resources Representative. After a formal review of all bids and what they include, Ms. Peabody recommended awarding of the bid and to move forward with the purchase of the phone system from Shoretell at a cost of \$9,132.23 Ms. Peabody advised that the purchase of the equipment and service over that of leasing the equipment is a savings of \$2,400.00. Following a brief discussion, MOTION BY DALE LOCKE, SECONDED BY DENYS DRAPER TO MOVE FORWARD WITH THE PURCHASE OF THE PHONE SYSTEM FROM SHORETELL IN THE AMOUNT OF \$9,132.23 AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

MOTION BY CAROL KERIVAN, SECONDED BY DALE LOCKE TO ENTER INTO NON-PUBLIC SESSION AT 6:06 PM UNDER PARAGRAPH II, SECTION 2 OF RSA 91A:3 OF THE RIGHT TO KNOW LAW TO DISCUSS PERSONNELISSUES. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY DENYS DRAPER, SECONDED BY CAROL KERIVAN TO RETURN TO PUBLIC SESSION AT 6:09 PM. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY KIM SHILLIETO, SECONDED BY DENYS DRAPER TO APPROVE THE ADJUSTMENT IN THE HOURS OF THE CURRENT PAYROLL CLERK TO THIRTY-TWO HOURS WEEKLY AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

There being no additional business to come before the Board, MOTION BY DALE LOCKE, SECONDED BY KIM SHILLIETO TO ADJOURN AT 6:11: PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown
Board Clerk